

CONSERVATION INNOVATION GRANTS – New Hampshire State Component

FISCAL YEAR 2005 APPLICATION PACKAGE CHECK LIST

- ☐ 1. **Application Cover Sheet:** Complete Standard Form 424
- ☐ 2. **Project Abstract:** (1 page maximum)
 - a. Project Title;
 - b. Project Duration;
 - c. Name, address, telephone, email and other contact information for project director;
 - d. Names and affiliations of project collaborators;
 - e. Estimated number of EQIP eligible producers involved in the project;
 - f. Project objectives;
 - g. Summary of the work to be performed;
 - h. Total project cost; and,
 - i. Total Federal funds requested
- ☐ 3. **Narrative Section:** (10 pages maximum, double spaced, single sided, 12 point font)
 - j. Project background;
 - k. Project objectives;
 - l. Project methods;
 - m. Location and size of project area (include a map if possible);
 - n. Producer participation;
 - o. Project action plan and timeline;
 - p. Project management;
 - q. Benefits or results expected and transferability;
 - r. Project evaluation; and
 - s. Environmental impacts
- ☐ 4. **Budget Information:** Submit a detailed budget narrative and a completed Standard Form 424A.
- ☐ 5. **Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- ☐ 6. **Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- ☐ 7. **National Component Competition:** State whether or not this application has been, or will be, submitted in the CIG National Component competition.
- ☐ 8. **Certifications:** Complete Standard Form 424B
- ☐ 9. **Submissions:** Mail one signed original and six copies of each application and include an electronic copy on a 3 1/2-inch diskette or compact disc (CD). Alternatively, submit the application electronically at www.grants.gov.

***Note:** All forms and worksheets can be found at:
<http://www.nh.nrcs.usda.gov/programs/cig/>*